

**The Institute of Financial Accountants &  
The International Association of Book-keepers**

**BENEVOLENT FUND**  
Registered Charity No: 234082

**NOTICE TO SUBSCRIBERS**

**Eighty-first Annual General Meeting  
7 December 2011**

Notice is hereby given that the eighty-first Annual General Meeting of the Institute of Financial Accountants and International Association of Book-keepers Benevolent Fund will be held at the Methodist International Centre (MIC), 81-103 Euston Street, London NW1 2EZ on Wednesday 7 December 2011 at 17:00 hours for the following purposes:

1. To receive the report of the Trustees and Accounts for the fund to the year ended 30 September 2010.
2. To elect trustees.

The following trustees retire and are eligible for election:

Christopher Brown  
Christopher Morris  
Beryl Shepherd  
John Chapman

3. To receive a report on progress towards an amended Deed of the Benevolent Fund.
4. To appoint Ensors (Ipswich) as Independent Reporting Examiner until the conclusion of the next annual general meeting, unless replaced by the trustees prior to that date, and that the trustees be authorised to determine their remuneration.

By order of the trustees

19 November 2011

Ann Brown  
Secretary  
Brantwood,  
Post Office Corner,  
Stutton,  
Ipswich IP9 2TJ

## **IFA & IAB Benevolent Fund – information for members**

The Trustees have sent a Notice of AGM and a proxy form to all the UK members who are recorded as having paid a contribution to the fund in the year ended 30 September 2011. If you have paid a contribution to the fund in that period and have not received a written notice of the meeting please contact the Benevolent Fund Secretary straight away, because this would show that our system has broken down somewhere.

If you have paid your contribution since 30 September 2011 and not received a written notice please let us know.

If you have not contributed in the year to 30 September 2011 you can come to the meeting and pay the minimum subscription of £1 to attend and vote or use the proxy form with your contribution attached.

In order to make communications with members more cost effective the Trustees would like to send certain non-confidential information by email. For this purpose we ask members that you provide your email address so the trustees may communicate with you in this way. Would members please provide the Benevolent Fund Secretary ([ann.brown@abinetwork.org](mailto:ann.brown@abinetwork.org)) with an email address for this purpose.

IFA and IAB Benevolent Fund Secretary  
Ann Brown  
Tel: 01473 327530  
Email: [ann.brown@abinetwork.org](mailto:ann.brown@abinetwork.org)

**(PROXY FORM on next page)**

**THE INSTITUTE OF FINANCIAL ACCOUNTANTS AND  
INTERNATIONAL ASSOCIATION OF BOOK-KEEPERS BENEVOLENT  
FUND  
Registered Charity No 234082**

**NOTICE OF PROXY (For use by members not attending the AGM to be held on 7 December 2011)**

(Please print)

Name: .....

IFA or IAB membership number: ..... IFA / IAB  
Please delete as appropriate

I being a member of the above named charity, hereby appoint

Either: THE CHAIR of the meeting ..... **Cross (X)**

Or:

Name: ..... **Cross (X)**

***Please note: Your proxy must be a member of the Charity.***

as my proxy to vote for me and on my behalf at and throughout the Annual General Meeting of the Charity to be held on 7 December 2011.

Unless otherwise indicated below or on any matter properly before the meeting but not referred to below, my proxy may exercise their discretion as to how they vote and whether or not they abstain from voting.

**Mark the way in which you want your proxy to vote by putting a cross (X) on the appropriate line against the motion(s) on which you want your proxy to vote. If you leave the line against any motion blank your proxy will be able to vote as they see fit.**

|                          | FOR   | AGAINST | ABSTAIN |
|--------------------------|-------|---------|---------|
| AGENDA ITEM 1.           | ..... | .....   | .....   |
| AGENDA ITEM 2.           | ..... | .....   | .....   |
| Name: Christopher Brown  | ..... | .....   | .....   |
| Name: Christopher Morris | ..... | .....   | .....   |
| Name: Beryl Shepherd     | ..... | .....   | .....   |
| Name: John Chapman       | ..... | .....   | .....   |
| AGENDA ITEM 4.           | ..... | .....   | .....   |

Signature: ..... date: .....2011

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**PLEASE read the notes and instructions below before returning this form**

1. Once completed send the whole proxy form to Ann Brown, Secretary, IFA/IAB Benevolent Fund, Brantwood, Post Office Corner, Stutton, Ipswich IP9 2TJ.
2. To be valid this form of proxy must be received by at least 48 hours before the time appointed for holding the meeting. The meeting is to be held at 5:00 pm on Wednesday 7 December 2011, so completed proxy forms must be received by the appointed person **by 5:00 pm on Monday 5 December 2011**. Note that **Proxy Forms CANNOT be sent electronically**.
3. By completing and returning this form you are not prevented from attending the meeting in person. If you later decide to do so however your attendance revokes the appointment of proxy.
4. In order for your proxy to be valid you must insert your name and IFA or IAB membership number above and sign this form.